

## Facility Use Agreement

### General Instructions

1. Please read and sign this agreement. Then, complete the "Facility Use Request" form and return both to the church office.
2. Checks are made payable to **Saint Andrew's Lutheran Church**. The name of the group and/or activity should be indicated on the check Memo line.
3. If you need a key to access the facility outside of normal office hours (Mon.-Fri. 8:00 to 4:00, excluding National and church holidays), it must be checked out during normal office hours. The key must be returned the next day that the office is open.
4. There is a lost key charge of \$25.00.

### General Use Guidelines

5. Only non-profit organizations and individuals will be allowed use of facilities.
6. Non-church sponsored activities conducted past 5:00 p.m. on Saturdays (with the exception of weddings) are discouraged due to conflict with our own set-up needs for Sunday morning.
7. Groups should be out of the church building by 9:30 p.m.; event ending at 9:00 p.m. with ½ hr for clean-up.
8. If party responsible for use leaves after posted "door lock" times, user should make sure outside doors are locked before leaving building.
9. All requests for facility use must be submitted on a Saint Andrew's Lutheran Church "Facility Use Request" form before final approval.
10. The individual signing as the "Person Responsible" on the "Facility Use Request" form will be held responsible for any damage to the facility.
11. Activities must be confined to the area approved for use.
12. The church will not provide publicity for your event.
13. The church sound systems may only be used with prior church authorization. For needs in addition to provided microphones, please contact church Facilities Manager, [facilities@salchome.org](mailto:facilities@salchome.org),
14. Music in the Sanctuary must be appropriate to a worship area.
15. **Groups using the facility are responsible for maintaining and cleaning up the facility. The facilities are to be left in as good as, or better condition, than they were found. Vacuum cleaners may be found in classroom 1E2, youth room, kitchen pantry area and the chair closet. All lights must be turned off before leaving and the doors and windows secured. A fee may be charged for damage and/or extra staff time for cleanup. All furniture must be returned to the way it was found.**
16. A security deposit is not required; however, any property damage or janitorial costs incurred beyond normal use will be billed to the user group.
17. If items are moved, you must return them to the original location and arrangement when your activity has ended. i.e. tables moved from classrooms to Fellowship Hall.
18. Notices, signs or other printed material displayed within the church facilities must receive prior approval by the church office and must be taken down as soon as the event is complete.
19. Only blue masking tape can be used on painted walls or finished woodwork. Only push pins can be used on the folding wall in Fellowship Hall.
20. No flowers or decorations are allowed on the organ, piano or on the communion table.
21. No alcoholic beverages are permitted on church property. Smoking is only allowed outside, well away from doors and windows. Please be mindful of the use of ashtrays located outside both doors.
22. You agree to provide evidence of liability insurance coverage upon request and further agree to hold Saint Andrew's Lutheran Church harmless as a result of your requested use of this facility.
23. Saint Andrew's reserves the right to cancel or reschedule an event, based upon the needs of the church. If an event must be changed, an alternate date or location will be offered.
24. The church may terminate the applicant's use of the facility at any time upon 30 days written notice, unless notice is waived by both parties.
25. This document shall not be considered as a lease.

**Kitchen**

- 26. The kitchen must be left clean with all items washed and returned to the proper place. Drawers and cabinets are labeled.
- 27. All event garbage must be placed in outside dumpster in parking lot. Extra garbage bags are in the drawer in the kitchen.
- 28. All food must be removed from the kitchen at the end of the activity.
- 29. Coffee - Individuals using the coffee equipment must be familiar with operating procedures. (Check with office staff for instructions). All coffee equipment must be cleaned at the end of the activity by the user group. **The church does not supply coffee for any non-Saint Andrew's Lutheran Church activity.** All plastic/paper products are to be supplied by the user.
- 30. Dishwasher - Follow the instructions as posted. Equipment must be left clean and dry by the user group.
- 31. Dishes, Silverware, etc. - All must be cleaned and returned to their proper place. All breakage/damage must be reported to the church office.
- 32. Linens, tablecloths, etc. - To be supplied by the user group.
- 33. Stove and ovens - Individuals using this equipment must be familiar with operating procedures. The hood fan must be operating any time the stove or ovens are in use. This equipment must be cleaned and returned to the original condition by the user group.
- 34. Floors, counters and walls should be washed down as necessary.

**Security**

- 35. Before leaving the premises, user group is responsible for turning off all lights (including the rest rooms), closing windows and locking all doors.
- 36. Emergency number to call: Kurt Lutterman @ hm (425) 373-9332, cell (425) 890-8695.

**LIABILITIES**

**Name of Group/Organization** \_\_\_\_\_

**Hold Harmless Agreement:**

It is an express condition of the possession agreement that Saint Andrew's Lutheran Church and its officers, clergy, and employees shall be free from any and all claims for damages or suits for or by reason of any death or deaths of or injury or injuries to any person or persons or damages to property of any kind whatsoever, from any cause or causes whatsoever while in or upon said premises during the term of this possession agreement; and user hereby covenants and agrees to indemnify and to hold harmless Saint Andrew's Lutheran Church and its officers, clergy, and employees from all liabilities, charges legal and other necessary expenses and costs on account of or by reason of such death or deaths or injury or injuries, liabilities, claims, suits, or losses however occurring or damages out of same.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**I have read and understand the above agreement:**

\_\_\_\_\_  
Signature Date

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Email \_\_\_\_\_

Phone Days \_\_\_\_\_ Evenings \_\_\_\_\_